

Occupancy Inspection Requirements

Owners may obtain a temporary permit for utilities – fee \$25.00

**** 100 amp service minimum required – (inside & out), breakers box and single disconnect ****

All necessary repairs (other than carpentry) must be performed by a licensed contractor holding a valid City license. (Electrical, Mechanical, & Plumbing)

Inspections will be made in accordance to the International Building Code, National Electric Code, International Mechanical Code and Illinois Plumbing Code. The below are items that are checked but not limited to;

- ____ 1. Tenant is not allowed to move anything in unit until inspection is passed and permit number is issued.
- ____ 2. Yard must be well kept, mowed and free from trash, appliances, and junk.
- ____ 3. Premise shall be graded and maintained to prevent the erosion of soil & prevent the accumulation of stagnant water on/within any structure thereon.
- ____ 4. Broken, badly pitted or uneven sidewalks will not be accepted. Sidewalks, driveways, parking spaces shall be kept in a proper state of repair and maintained free from hazardous conditions.
- ____ 5. Rodent or insect (roach & flea) infestation not allowed.
- ____ 6. Premises & exterior property shall be kept free from weeds or grass in excess of 8 inches.
- ____ 7. If fumigated for insects, a time sheet must be posted giving air out time.
- ____ 8. No person shall willfully or wantonly damage, mutilate, or deface any exterior surface of any structure or building on any private or public property by marking, carving, or graffiti.
- ____ 9. Every exterior and interior flight or means of egress stairs having more than three risers shall have a handrail on at least one side of the stairs not less than 34 inches nor more than 38 inches high measured vertically above the nosing or tread or above finished floor or landing. Guard (railing) shall not be less than 30 inches high above walking surface.

- ____ 10. Exterior of structure should be maintained in good repair, structurally sound and sanitary as to not pose a threat to the public health, safety, or welfare.
- ____ 11. Roof and flashing shall be sound and tight. Roofing, drains, gutters and downspouts shall be maintained in good repair.
- ____ 12. Broken or cracked windows will not be acceptable.
- ____ 13. All exterior surfaces, including doors, window frames, brick, porches, and trim shall be maintained in good condition.
- ____ 14. Exterior wood surfaces, other than decay-resistant woods, shall be protected from elements and decay by painting or other protective coverings or treatment.
- ____ 15. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted.
- ____ 16. Building envelope, windows, doors, and skylights shall be maintained weather resistant and water tight.
- ____ 17. All street numbers shall be displayed in a position easily observed and readable from the public way. All numbers shall be in Arabic and at least 3 inches high and ½ inches strokes.
- ____ 18. All structural members shall be maintained free from deteriorating.
- ____ 19. Foundations walls shall be maintained plumb, free from open cracks, breaks and shall be kept in such condition so as to prevent entry of rodents.
- ____ 20. Exterior walls shall be free from holes, breaks, loose or rotting material, and maintained weatherproof.
- ____ 21. All canopies, awnings shall be properly anchored and kept in sound condition.
- ____ 22. Chimney flue must be in good repair. No missing plug plates.
- ____ 23. Adequate fresh air and natural lighting must be available, 50% of windows in each room must have full screens.
- ____ 24. All exterior doors, door assemblies and hardware shall be maintained in good condition including deadbolts and striker plates.
- ____ 25. Every basement hatchway shall be maintained to prevent entrance of rodents, rain and surface drainage water.

- ____ 26. Adequate exits must be available in case of fire. (NO BASEMENT APARTMENTS)
- ____ 27. All interior surfaces, including windows and doors shall be maintained in good clean and sanitary condition.
- ____ 28. Minimum ceiling height of seven (7) ft. is required in habitable spaces, hallway corridors, laundry rooms, bathrooms, toilet rooms, and habitable basement areas.
- ____ 29. Entry way/hallways must be well lighted. Lights required at top and bottom of entry way in stairways.
- ____ 30. Accessory structures including detached garages, fences and walls must be maintained structurally and in good repair.
- ____ 31. Operable basements and windows shall have rodent shields.
- ____ 32. Smoke alarms required. Minimum one for each floor or 15ft. within a sleeping area.
- ____ 33. Carbon Monoxide detectors required. Minimum one for each floor or 15ft. within a sleeping area.
- ____ 34. Ground Fault Shock Protection, (20 amp) required for all kitchen counter outlets. Also adjacent wall outlets within 6 feet of water source.
- ____ 35. Ground Fault Protection required for outlets if installed in garages, storage buildings, or an outside wall. All outdoor receptacles must be waterproof.
- ____ 36. Ground Fault Shock Protection required for any and all bath outlets.
- ____ 37. Existing electric receptacles may not be removed unless relocated. (The number of outlets per room must not be reduced.)
- ____ 38. Bathroom are required to have at least one electrical outlet.
- ____ 39. All electrical outlets and light switches must have cover plates.
- ____ 40. Painted over and plugged electrical outlets must be removed and replaced.
- ____ 41. Floor mounted electrical outlets (face up) are not allowed. (Must be relocated to wall.)
- ____ 42. Knob and tube wiring not allowed. Remove and replace with 12-3 copper wire. (ROMEX)
- ____ 43. Exposed wiring is not allowed. Must be run inside wall or electrical conduit. Wire mould is acceptable.

- ___ 44. Open splices are not allowed. Splices must be in electrical work box with cover plate.
- ___ 45. Electrical service panel must be 100 amp minimum. Cover and door must be in place. No open slots, fill or plug.
- ___ 46. Multiple electrical service entry boxes are not allowed.
- ___ 47. Electrical outlet for washing machine must be (3) prong with third wire run to electrical service panel ground. Water pipe grounding not allowed.
- ___ 48. Lights cannot hang by their own wiring. Chain and wire is ok.
- ___ 49. Furnace wiring must be in electrical conduit and well supported.
- ___ 50. Furnace and water heater flue pipe must be in good condition, have (3) screws per joint, be well supported and run uphill at ¼ inch per foot minimum.
- ___ 51. Any gas line not connected to an appliance must have a plug/cap after the shut off valve. Shut off valve alone is not sufficient.
- ___ 52. Furnace cold air return and burner air supply must be separate. (Not in same room.)
- ___ 53. Water heater must have a metal pipe from the pressure relief valve to 6 inches above floor – no reducers, no threads on open end.
- ___ 54. Water supply pipes must have no leaks.
- ___ 55. Sewer drain pipes must have no leaks or cracks. All access openings must be properly capped.
- ___ 56. Washing machine drain must have an “P” trap to prevent sewer gas backup.
- ___ 57. Standing Water on basement floor is not allowed.
- ___ 58. Air condition condensate must flow to acceptable drain
- ___ 59. Basement must have windows or adequate ventilation and lighting.
- ___ 60. Space heaters or wood burners must have double/triple wall flue pipe with adequate space from combustibles. (paneling, etc.)
- ___ 61. No exposed asbestos or fiberglass insulation. Insulation must be sealed and/or covered and protected.